



**UNITED STATES MARINE CORPS**  
**MARINE CORPS BASE HAWAII**  
**BOX 63002**  
**KANEOHE BAY, HAWAII 96863-3002**

IN REPLY REFER TO:  
BaseO 5740.1A  
ADJ  
29 JAN 2003

From: Commanding General, Marine Corps Base Hawaii  
To: Distribution List

Subj: OPREP-3SIR: SERIOUS INCIDENT REPORTS

Ref: (a) Joint Pubs 1-03  
(b) CJCSI 3150.03  
(c) OPNAVINST 3100.6F  
(d) MCO 5214.2D  
(e) MCO 5740.2F

Encl: (1) Reporting Decision Flowchart  
(2) Reporting Timeline Flowchart  
(3) OPREP-3SIR Reportable Events  
(4) Format for OPREP-3 Message Reports  
(5) Sample OPREP-3 Report

Report Required: OPREP-3SIR, Event/Incident Report (Report Control Symbol EXEMPT), pars. 3 and 4.

1. Purpose. To promulgate instructions for reporting events or incidents to the Commandant of the Marine Corps (CMC) and the National Command Authorities (NCA) on matters involving Marine Corps personnel, units, or installations.

2. Background

a. Reference (a), Joint Reporting Structure (JRS) General Instructions, provides guidelines, standards, and instructions applicable to the organization, writing, and promulgation of the subordinate publications of the JRS.

b. Reference (b), Joint Reporting Structure Event and Incident Reports, establishes the OPREP-3 REPORTS ARE NOT RESTRICTED TO OPERATIONAL INFORMATION OR INCIDENTS.

Three categories of OPREP-3 reports are used by military units in reporting significant events and incidents to the highest levels of command. The OPREP-3 reporting is exempt from reports control.

(1) OPREP-3 PINNACLE (P) flagword reports, with or without additional flagwords, is the first category. These reports are submitted to the NCA through the National Military Command Center (NMCC) on any significant event or incident where national interest is indicated. The flagword PINNACLE identifies a message directed to the NCA via the NMCC. Additional flagwords are assigned to identify specific reports of incidents involving nuclear weapons, Unified Combatant Commander assessments of crisis situations, and Unified Combatant Commander forces alert conditions.

(2) OPREP-3 reports without the flagword PINNACLE, with or without an additional flagword, is the second category. These reports are used to immediately notify the appropriate Unified Combatant Command or service of any incident or event where national interest is not indicated or is undetermined. BENT SPEAR and FADED GIANT are the two additional flagwords currently established under this category for reporting significant interest incidents involving nuclear weapons (non-PINNACLE), or nuclear reactor and/or radiological accidents or incidents.

(3) OPREP-3 reports implemented by the Unified Combatant Commands and services are the third category. These reports provide the Unified Combatant Command's and services the latitude of using the OPREP-3 reporting system for reporting events or incidents not requiring national-level reporting. The Unified Combatant Command or service may designate flagwords. The following briefly describes each of the Services use of the third category of the OPREP-3 reporting system.

(a) OPREP-3 NAVY BLUE (NB) flagword reports provide the Chief of Naval Operations (CNO), through the Navy Command Center (NCC), with information on any significant event or incident where high Navy interest is indicated and does not meet the criteria for an OPREP-3P or OPREP-3. Reference (c) describes in detail the Navy's implementation of the OPREP-3 reporting system and applies to Fleet Marine Force units under U. S. Navy cognizance.

(b) OPREP-3 BEELINE or HOMELINE flagword reports provide the Chief of the Staff of the USAF/USAF Service HQ through the Air Force Operations Support Center (AFOSC), or the appropriate USAF Major Command (MAJCOM) commander respectively, with information on incidents of interest. When executing a specific command relationship with a USAF senior headquarters refer to AFMAN 10-206.

(c) OPREP-3 reports without a flagword provide the Chief of Staff USA, through the Army Command Center (ACC), with operational information of interest to the Army Service Headquarters. When executing a specific command relationship with an Army senior headquarters refer to the Army Mobilization and Operations Planning and Execution System (AMOPES). There is a separate Army report for serious incidents as defined by this Order.

(d) OPERP-3SIR (Serious Incident Report) flagword reports provide the CMC, through the Marine Corps Command Center (MCCC), with information on any significant event or incident where high Marine Corps interest is indicated and the Marine unit is not executing an assigned command relationship within a joint or combined operational command. When executing an assigned command, the directives of the command to which assigned take precedence over this order except when reporting events warranting only CMC attention.

3. Action. This Order directs the use of the additional flagword SIR in conjunction with the OPREP-3 report to communicate incidents of significant interest to the CMC through the Marine Corps Command Center. The Reporting Decision Flow Chart at enclosure (1) is provided to assist the decision making process when determining the appropriate OPREP-3 report. (This enclosure emphasizes the OPREP-3NAVY BLUE, but not other Services' reports, due to close, continuous operational relationship that exists between the Navy and Marine Corps.) The Reporting Timeline Flowchart at enclosure (2) is provided to assist the timely submission of OPREP-3 reports. Enclosure (3) provides additional guidance for determining events/incidents that are OPREP-3SIR reportable to the CMC (POC). Marine Corps units assigned to combatant commands or under the operational control of a Combined or Joint Force Commander will report events/incidents using directives from their Operational Commander.

a. Information Addressees

(1) Per reference (e), CMC (POC), will be included as an information addressee in all reports.

(2) Additionally, all units aboard Marine Corps Base Hawaii, Kaneohe Bay will ensure Commander, U. S. Pacific Command, Commander Marine Forces Pacific, and Commanding General, Marine Corps Base Hawaii are included as information addressees in all reports.

b. The OPREP-SIR consists of an initial voice report followed by a hard copy message and any required follow-up messages.

4. Voice Report. Provide a voice report within 15 minutes of any event/incident or when aware of an event/incident, to the MCCC and the MARFORPAC CDO located at the MARFORPAC Command Center (MFPC). The voice report will include as much information as available within the 15 minute reporting time, but at a minimum it will included the same information as required through paragraph 2 of the message report (encl. (4)):

FROM	unit submitting the report
EXER/OPER	name of exercise/operation being conducted
TYPE REPORT	OPREP-3SIR
TIME	Zulu DTG incident occurred
LOC	location of incident
INCIDENT	nature of incident with narrative summary of known factual information.
POC	name/rank/phone number of point of contact
	For additional information.

The initial report will be made with the information available and will not be delayed. If the voice report cannot be made to the MCCC, the unit will contact NCC or the NMCC and request that the report be

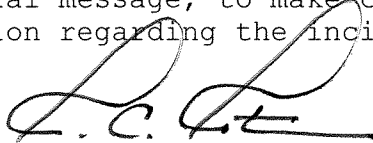
BaseO 5740.1A

relayed or conferences to the MCCC. The following telephone numbers apply for initial OPREP-3SIR reports to the MCCC.

Type Phone	MCCC	NCC	NMCC	MFPCC
DSN	225-7366	225-0231	227-6340	477-6241
Commercial	(703) 695-7366	(703) 695 0231	(703) 697-6340	
STU-III: DSN	227-2671	223-2008	227-6340	
Commercial	(703) 697-2671	(703) 693-2008	(703) 697 6340	
DRSN (red switch)	228-2538	228-2525	228-7105	

(2) Message report. Submit an OPREP-3SIR message, containing available information, which an "IMMEDIATE" priority not later than 24 hours from the incident occurrence using the format and example provided at enclosures (4) and (5), respectively. If a reporting command is made aware of an incident late, the command will still initiate a voice report and submit an OPREP-3SIR message not later than 24 hours from being made aware of the incident. Classification of the message will be based on its content, the initial telephone report does not negate the requirement to transmit an OPREP-3SIR message.

(3) Follow-up reports. Submit follow-up messages to provide information missing from the initial message, to make corrections, and/or submit additional information regarding the incident.



R. C. ROTEN  
Deputy Commander

DISTRIBUTION: A

## REPORTING DECISION FLOWCHART

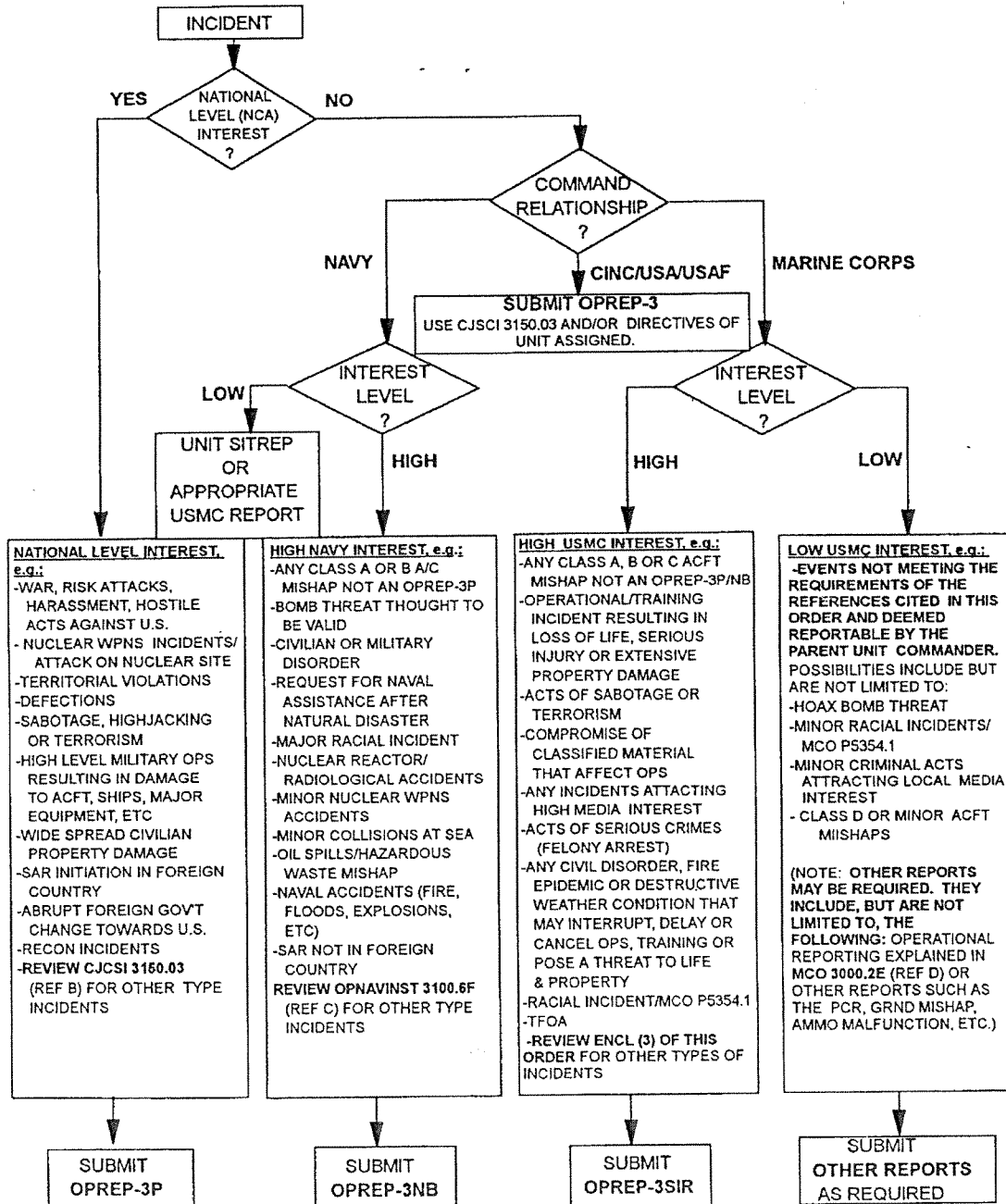


Figure 1-1

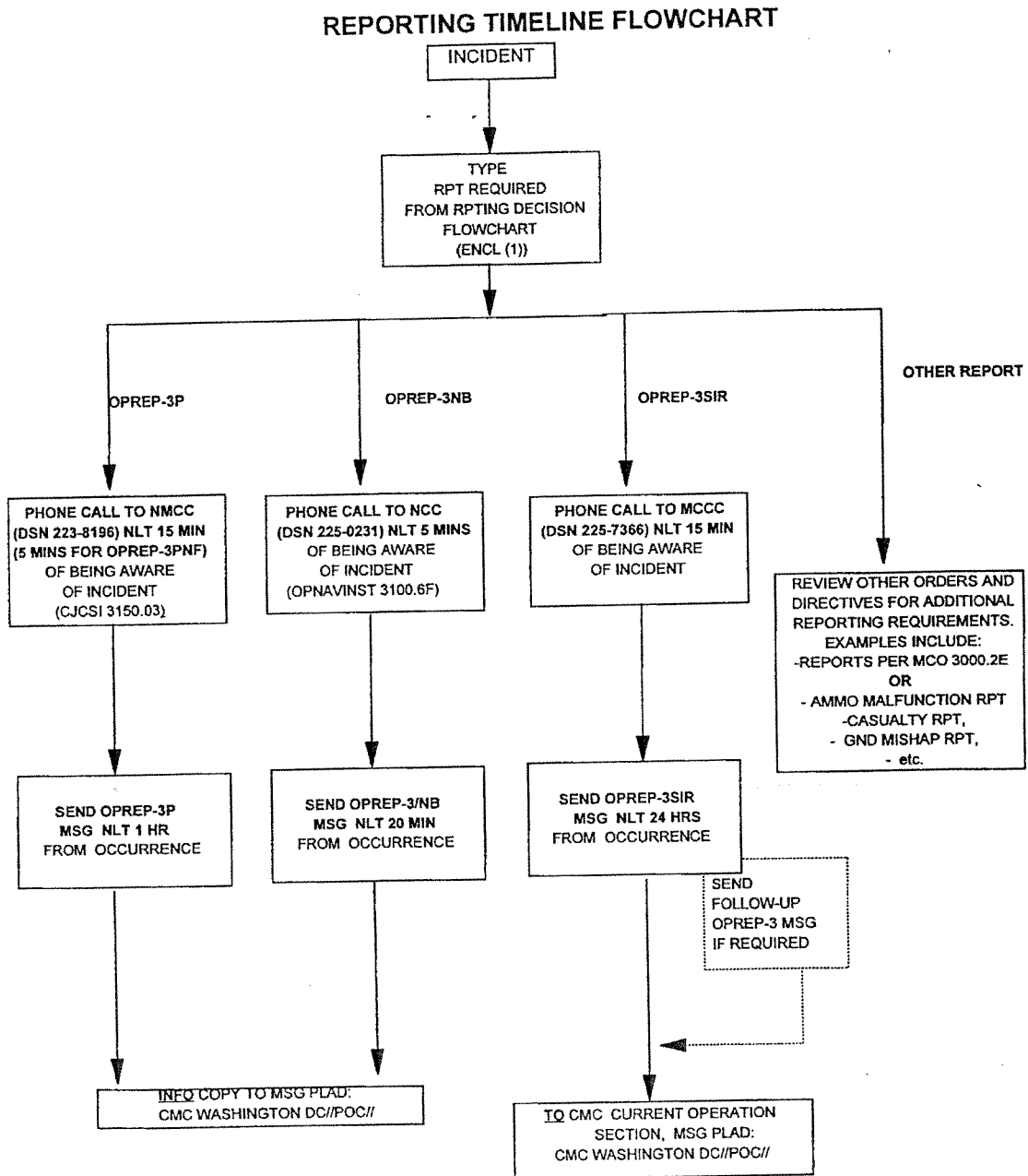


Figure 1-2

OPREP-3SIR REPORTABLE EVENTS

1. Any incident of a military or political nature, domestic or foreign, that involves individual Marine Corps personnel, units or installations not previously reported by other OPREP-3 reporting requirements, and may result in local or national official reaction or civilian media coverage.

2. An event/incident occurring on-duty resulting in death or disability of Marine Corps personnel or civilians; or resulting in \$200,000 or more in total property damage.

3. Any incident arising from a Marine Corps operation (includes training exercises) involving explosives, live-fire, or a combat chemical agent; on-base or off-base, resulting in death(s) or the hospitalization of individuals resulting in lost time, injury, or reportable property damage.

4. An aircraft mishap resulting in death or extensive damage to military or civilian property (any class A, B or C mishap).

5. Any serious crime (felony arrest) or incident that may result in domestic or foreign criminal jurisdiction over Marine Corps personnel and their dependents; or may arouse public or congressional interest.

6. Any incident of large-scale civil disorder involving Marine Corps personnel, units or installations.

7. An event/incident arising from acts of nature (destructive weather conditions, fires, earthquakes, etc.) that severely delays or cancels an operation or training evolution, or poses a serious threat to life and property.

8. Any incident resulting in loss or compromise of classified information that may compromise operational plans.

9. An act/incident of actual or suspected covert action against any Marine Corps unit or installation.

10. Any incident of an epidemic.

(a) The presumptive diagnosis of any disease that may require quarantine or the diagnosis of a disease of potential epidemic significance.

(b) The diagnosis of any disease so widespread among Marine Corps personnel that it portends an outbreak extensive enough to degrade mission accomplishment.

BaseO 5740.1A

11. Racial/ethnic incident: death or personal injury requiring hospitalization, property damages in excess of \$1,000, security/react force alerted, riotous/rebellious acts or overtly contemptuous acts by group toward military authority, racist organization involvement identified or perceived, potential event may escalate affecting command racial/ethnic climate. (See MCO P5354.1\_)

BaseO 5740.1A

SAMPLE OPREP-3 MESSAGE

(FOR UTILIZATION IN ALL OPREP-3 REPORTS, WHETHER BY TELEPHONE OR MESSAGE.)

FROM: CO 3D MAR REGT  
TO: CMC WASHINGTON DC//POC//  
INFO: COMUSPACOM  
COMMARFORPAC  
CG III MEF  
CG MCBH, KANEOHE BAY, HI

(CLASS) //N05740//

SUBJ: OPREP-3SIR//M00201/001 (or OPREP-3P/M00201/001A)

- A. MCCO 5740.2F
- B. BASEO 5740.1A
- 1. GROUND ACCIDENT
- 2. 172330Z JUL 03 (17193Q JUL 03)
- 3. 3D MAR REGT ARMORY PARKING LOT, MCBH, KANEOHE BAY, HI
- 4. HOOKER, T. J., CAPT, DUTY OFFICER, 3D MAR REGT
- 5. PERSONNEL INVOLVED
  - A. SUSPECT
    - (1) PFC, USMC
    - (2) JOHN P. TURNER
    - (3) 000 00 0000
    - (4) CO B, 3D MAR REGT, MCBH, KANEOHE BAY, HI
    - (5) MALE, 10 MAY 83

B. VICTIM

- (1) LCPL, USMC
- (2) CARL M. SMITH
- (3) 999 99 9999
- (4) CO B, 3D MAR REGT, MCBH, KANEOHE BAY, HI
- (5) MALE, 9 SEP 84

C. VICTIM

- (1) MRS.
- (2) MARY E. SMITH
- (3) DEPENDENT
- (4) 654 PUINSAL, KANEOHE, HI 96744
- (5) FEMALE, 9 SEP 84

D. WITNESS

- (1) MRS.
- (2) JANE J. TROOPER
- (3) DEPENDENT
- (4) 943 A KAHUNA WAHINE, KAILUA, HI 96744
- (5) FEMALE, 17 FEB 76

6. LCPL SMITH AT TRIPLER ARMY MEDICAL CENTER, HONOLULU, HI.

7. NAVAL INVESTIGATIVE SERVICE, MCBH KANEOHE BAY, HI.

8. NO NEWS MEDIA COVERAGE AT THIS TIME; HOWEVER, LOCAL NEWS MEDIA IS INTERESTED. MCBH PAO NOTIFIED. NEWS RELEASE ANTICIPATED IN THE MORNING.

9. 3D MAR REGT INTELLIGENCE OFFICER HAS BEEN NOTIFIED.

10. INVESTIGATION STILL IN PROGRESS. SUBSEQUENT REPORTS WILL BE PROVIDED.

BaseO 5740.1A

11. PFC TROOPER WAS POSTED GUARD AT THE 3D MAR REGT ARMORY, MCBH, KANEOHE BAY, HI. LCPL SMITH, MRS. SMITH, AND MRS. TROOPER APPROACHED THE POST IN A CIVILIAN VEHICLE. PFC TROOPER LOCKED HIS .45 CAL PISTOL AND CHALLENGED THE DRIVER OF THE VEHICLE. UPON RECOGNIZING THE INDIVIDUALS, HE APPROACHED THE VEHICLE WHILE HE CLEARED HIS WEAPON. IN THE PROCESS OF CLEARING HIS WEAPON, THE GUN DISCHARGED STRIKING LCPL SMITH IN THE HEAD AND MRS. SMITH IN THE LEG. LCPL SMITH WAS RUSHED TO TRIPLER ARMY MEDICAL CENTER, HONOLULU, HI. HE IS IN CRITICAL CONDITION AND THE PROGNOSIS IS POOR. HIS WIFE WAS TREATED AND RELEASED FROM THE TRIPLER ARMY MEDICAL CENTER, HONOLULU, HI.

FORMAT FOR AN OPREP-3SIR MESSAGE

(Classification determined by information in the report)

FROM:

TO: CMC WASHINGTON DC//POC//

INFO:

(CLASS) //N05740//

EXER/EXERCISE NAME/ADDITIONAL IDENTIFIER//

EXERCISE NAME = enter the exercise name

ADDITIONAL IDENTIFIER = enter the additional exercise identifier

(Do not use EXER and OPER in the same message)

OPER/OPERATION NAME/PLAN ORIGINATOR/OPTION NAME/2D OPTION NAME//

OPERATION NAME = self explanatory

PLAN ORIGINATOR = plan originator and number

OPTION NAME = code name for operations within the operation plan

2D OPTION NAME = second code name for operation within the operation plan

MSGID/TITLE/UNIT/SERIAL #/MONTH/QUALIFIER/QUALIFIER SERIAL #//

TITLE= OPREP-3 SIR

UNIT= unit originating msg

SERIAL # = first incident reported each calendar year will be serial 001. Alphabetic suffix (e.g., 001A, 001B, etc.) will identify additional reports on the same incident. Reports of subsequent incidents will be serialized numerically (i.e: 002 through 999).

MONTH= first three letters of the month

QUALIFIER= if this is a first report this field is blank; if this msg provides additional information use AMP for amplifies or DEV for deviations from a previous message.

QUALIFIER SERIAL = how many messages have been sent qualifying the basic message: the initial voice report does not count as a message to be amplified.)

REF/SERIAL LETTER/ORIGINATOR/DTG/SERIAL #/SPECIAL NOTATION//

SERIAL LETTER = (USMTF message short title) or (type of reference = DOC for document, TEL for telephonic notification, MSG for message)

ORIGINATOR = self explanatory

DTG = Date Time Group

SERIAL NUMBER = Referenced msg

SPECIAL NOTATION = NOTAL or PASEP for references not sent to all msg addressees, or to be passed separately)

NARR/free text to explain references//

BaseO 5740.1A

FLAGWORD/PRIMARY FLAGWORD/SECONDARY FLAGWORD//  
PRIMARY FLAGWORD = enter /-/  
SECONDARY FLAGWORD = enter /SERIOUS INCIDENT REPORT//

TIMELOC/DTG/LOCATION/REPORT STATUS//  
DTG = Zulu DTG of incident  
LOCATION = location of incident or unit at time of incident  
REPORT STATUS = (INIT=initial, FOLUP=follow-up, CORR=correction, or  
FINAL)//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/1. Summarize factual information concerning the incident. The extent of injuries to personnel and estimated dollar value of damages or loss will be included. Report the exact location using the name of the location or miles to the nearest identifiable landmark.

Use map grid coordinates only when other means of identifying the location are impracticable, and then identify the map completely.

2. Point of contact: contact name, military rank, phone numbers, billet.

3. Personnel Involved:

A. Suspect, victim, witness, sentry, driver, or other appropriate description

(1) Grade or title.

(2) First name, middle initial, last name.

(3) Social security number (SSN). (If civilians, indicate their status; ie., dependent, etc., in place of SSN.)

(4) Unit Organization or address.

(5) Race, Sex: (e.g., Amer-Indian, female)

Race Options

Sex

Amer-Indian / Alaskan Native male

Asian/Pacific Islander female

Black

White

Unknown Amplify race details **as needed** in the GENTEXT.

(6) Status (i.e., hospitalized) and location of personnel involved.

B. Repeat paragraph A for additional suspects, victims, witnesses or others as necessary.

4. Designation of the organization or offices, military and civilian, conducting the investigation or point of contact for additional information.

5. Statement as to present or anticipated reaction of the civil populace to the incident. Include a statement that the cognizant public affairs office (has) (has not) been notified of this incident. Include present media coverage to date and anticipated news media interest in the incident.

6. Statement that the local intelligence officer (has) (has not) been notified of this incident.

7. Further action being taken.

DECL/enter declassification or downgrading instructions//